

## CHAPTER 4 WORK PLANS

### 4-1. Introduction.

a. This chapter presents guidance for the project team regarding the preparation and review of EE/CA and Removal Action Work Plans. The purpose of developing Work Plans is to ensure that project goals will be achieved in a safe, timely, and cost-effective manner.

b. A Work Plan is required for all OE response projects. The contractor following the site visit will prepare the Work Plan, which is the basis for all contractor activities during the execution of the OE response action.

4-2. Performance Objectives. The project team should ensure that the Work Plan addresses the following:

- a. Project requirements in accordance with the SOW;
- b. Stakeholder requirements; and
- c. The approach, methods and operational procedures to be employed at the project site.

4-3. Work Plan Review. The contractor will submit the draft Work Plan to the PM and the Design Center POC for review and comment. Each project should be assessed individually to determine which specific areas of expertise should be involved in the review and approval process. As a minimum, the draft Work Plan should be reviewed by the:

- a. PM;
- b. Design Center POC;
- c. Project engineers;
- d. OE Safety Specialists;
- e. Industrial hygienist; and
- f. Cost engineers.

4-4. Work Plan Contents. The project team should ensure that the following components, as applicable, have been adequately presented in the Work Plan. Not all requirements will be applicable to all projects. It is the responsibility of the entity preparing the Work Plan to determine inapplicable requirements, or requirements not in this outline that should be included in the Work Plan. These should be identified in the SOW or discussed in the government meeting.

Attachment 4-1 presents a checklist of general requirements for the Work Plan. Additional details on Work Plan requirements are provided in subsequent chapters of this manual.

a. EE/CA RECON Work Plan. The EE/CA RECON is an optional task within the EE/CA phase. If the project team has determined that the RECON task should be implemented for a specific project, a RECON Work Plan and ASSHP should be prepared. Chapter 6 of this manual provides additional details on the RECON task. The contents of the EE/CA RECON Work Plan are:

(1) Chapter 1 – Introduction. This chapter should include a brief description of the project authorization, purpose and scope.

(2) Chapter 2 – Analysis of ASR. This chapter should discuss how the information provided in the ASR will be supplemented with additional information and how the ASR data will be converted into a spatially coincident digital format. The resulting digital format should allow the historical and site information to be used throughout the project.

(3) Chapter 3 – Spatial Analysis (Aerial Survey). This chapter should describe the procedures that will be used to perform a detailed analysis of spatial data to assist in making decisions regarding predicted areas of interest at the site. If an aerial survey is considered necessary, this chapter should describe the procedures for either conducting the survey or obtaining a recent survey from a local air survey company.

(4) Chapter 4 – Ground Reconnaissance. This chapter should discuss the procedures that will be used to conduct a ground reconnaissance to verify the results of the spatial analysis.

(5) Chapter 5 – Technology Evaluation. This chapter should present the procedures that will be used to evaluate various OE detection instruments using a test grid.

(6) Chapter 6 – Analysis Report and Data Archive. This chapter should describe the preparation of the analysis report documenting the results of the RECON task as well as the procedures for establishing a data archive.

b. EE/CA Work Plan. The contents of the EE/CA Work Plan are:

(1) Chapter 1 - Introduction. This chapter should include a brief description of the project authorization, purpose and scope.

(2) Chapter 2 - Site Description. This chapter should discuss the site characteristics, including location, physical description, and history; a summary of previous investigations; and an initial summary of OE risk.

(3) Chapter 3 - Project Management. This chapter should include a discussion of the following project features: objectives, organization, personnel, communication and reporting,

deliverables, schedule, public relations support, subcontractor management procedures, and field operation management procedures.

(4) Chapter 4 – Overall Approach of the EE/CA. This chapter should include a discussion of the preliminary removal action goals, identification of data quality objectives, required data, data reduction and evaluation, data incorporation into EE/CA reports, OE exposure analysis, alternatives identification and analysis (including institutional control options), EE/CA report, EE/CA Approval Memorandum, EE/CA completion and close-out, use of TCRAs during the EE/CA process, and follow-on activities.

(5) Chapter 5 - Site Layout and Control. This chapter should provide a map; zone delineation; and procedures for on/off-site communications, site access controls, and security (physical and procedural). If applicable, this chapter should discuss exclusion, contamination reduction and support zones for each work site in accordance with the requirements of 29 CFR 1910.

(6) Chapter 6 - Site Characterization. This chapter should include a description of how the site will be investigated. This chapter should describe the goals, methods, procedures and personnel used for field sampling and data gathering activities. The topics that should be specifically addressed in this chapter are listed below and discussed in more detail in Chapters 7 and 8.

- (a) Use of statistical sampling tools;
- (b) OE sampling grid locations;
- (c) Geophysical investigation procedures;
- (d) Surveying and mapping procedures;
- (e) Risk characterization and analysis procedures;
- (e) Institutional analysis procedures;
- (f) Geographic Information System (GIS) requirements; and
- (g) Data management and data backup procedures.

(7) Chapter 7 - OE Planning and Operations. This chapter should describe how OE operations would be planned and implemented utilizing appropriately qualified personnel, equipment and procedures. No substitute experience or qualifications will be accepted for personnel requirements. This chapter should specifically address the following:

- (a) Operations in OE areas;

- (b) OE accountability and records management;
- (c) OE identification;
- (d) OE removal;
- (e) OE transportation;
- (f) OE storage;
- (g) OE disposal procedures;
- (h) OE disposal range, if used;
- (i) OE personnel and qualifications; and
- (j) Disposal alternatives.

(8) Chapter 8 - Explosives Management Plan. This chapter should describe how demolition explosives would be managed, planned and implemented during OE operations utilizing appropriately qualified personnel, equipment and procedures. This chapter should also describe management of recovered OE.

(9) Chapter 9 - Environmental Protection Plan. This chapter should provide details of the approach, methods, and operational procedures to be employed to perform all delivery tasks in compliance with environmental regulations at a project site. Additional information on the Environmental Protection Plan is provided in Chapter 5 of this manual.

(10) Chapter 10 - Quality Control Plan. This chapter should discuss quality control procedures for the project. Additional information on the contents of the Quality Control Plan is provided in Chapter 12 of this manual.

(11) Chapter 11 – SSHP. This chapter should discuss the health and safety procedures that will be implemented at the site.

(12) Other items. The Work Plan will also include references and appendices as required.

c. Removal Action Work Plan. The contents of the Removal Action Work Plan are:

(1) Chapter 1 – Introduction. This chapter should provide information on the site location, site history, topography, climate and other general information deemed appropriate.

(2) Chapter 2 – Technical Management Plan. This chapter should document the approach and procedures to be used to execute the tasks included in the SOW. Data management and data backup procedures should be included.

(3) Chapter 3 – Explosives Management Plan. This chapter should provide a description of the procedures and materials to be used for the management of explosives at the site. This should include procedures for acquisition, receipt, storage, security, transportation and inventory of explosives.

(4) Chapter 4 - Explosives Siting Plan. This chapter should describe the safety criteria for siting explosives operations at the site. This should include a description of explosives storage magazines including the Net Explosive Weight (NEW) and Quantity-Distance (Q-D) criteria, OE areas including separation distances, and planned or established demolitions areas. These explosives operations should be identified on a site map. The Explosives Siting Plan should also address footprint areas for blow-in-place, collection points, and in-grid consolidated shots, although these footprint areas do not need to be shown on the site map. When a project requires an ESS, the data from the Explosives Siting Plan will be incorporated into the Q-D section of the ESS. Additional detail is provided in paragraph 11-9 of this manual.

(5) Chapter 5 - Geophysical Investigation Plan. This chapter should describe the requirements for all geophysical activities that will occur during the project. Additional information on the contents of this plan is provided in paragraph 7-11 of this manual.

(6) Chapter 6 - SSHP. This chapter should discuss the safety and health program that will be implemented at the site. The SSHP should be prepared in accordance with Occupational Safety and Health Administration (OSHA) and USACE requirements. The project team should refer to safety guidance documents for specific requirements.

(7) Chapter 7 – Location Surveys and Mapping Plan. This chapter should document the site-specific survey, mapping, aerial photography and GIS requirements for the project. Additional details on this chapter are provided in paragraph 8-5 of this manual.

(8) Chapter 8 – Work, Data, and Cost Management Plan. This chapter should describe how the work will be managed and accomplished, and how costs will be controlled.

(9) Chapter 9 - Property Management Plan. This chapter should detail procedures for the management of government property in accordance with Federal Acquisition Regulation (FAR) Part 45.5 and its supplements.

(10) Chapter 10 – Sampling and Analysis Plan. This chapter should describe site-specific procedures, equipment and methods to be used for the collection, preservation, analysis, shipment, quality assurance (QA)/quality control (QC) and reporting for soil, sludge, sediment, ash and/or water samples. This plan should also identify the laboratory that will be used, the number and locations of samples, and the rationale used to design the sampling approach.

(11) Chapter 11 – Quality Control Plan. This chapter should document the approach and procedures to be used to ensure quality throughout the execution of project. Additional details on the Quality Control Plan are provided in paragraph 12-6 of this manual.

(12) Chapter 12 – Environmental Protection Plan. This chapter should describe the procedures and methods to be implemented during site activities to minimize pollution, protect and conserve natural resources, restore damage, and control noise and dust within reasonable limits. Additional information on the Environmental Protection Plan is provided in paragraph 5-7 of this manual.

(13) Chapter 13 – Investigative Derived Waste Plan. This chapter should describe how investigative derived waste (IDW) will be handled on the work site. Issues that should be addressed include requirements for containerization, sampling and analysis, disposal, manifesting and storage time limits.

(14) Chapter 14 – Appendices. The Removal Action Work Plan should include the following documents as appendices:

- (a) SOW;
- (b) Site Maps;
- (c) Local POCs;
- (d) Contractor's QC log form;
- (e) Contractor's safety meeting attendance log form;
- (f) Contractor's site visitors log form;
- (g) Contractor's safety inspections log form; and
- (h) Contractor's daily report of OE operations form.

4-5. Work Plan Approval. The Work Plan approval process is applicable to the RECON Work Plan, EE/CA Work Plan, and Removal Action Work Plan. Following the review of the draft Work Plan, the project team should provide comments to the Design Center POC for incorporation into the final Work Plan. Following the final approval of the Work Plan from the project team and CO,

a Notice-to-Proceed may be issued. If any proposed changes occur to the approved Work Plan, the project team should review them prior to implementation. If the project team approves changes, the modifications should be forwarded to the CO for approval. The CO will then issue the modification to the contractor.

ATTACHMENT 4-1  
WORK PLAN REVIEW CHECKLIST

Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Design Center POC: \_\_\_\_\_  
Reviewer's Name and Title: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

	Y	N	N/A
<b><u>General</u></b>			
1. Have the following project team members, at a minimum, reviewed the Work Plan:			
• PM?	_____	_____	_____
• Design Center POC?	_____	_____	_____
• OE Safety Specialist?	_____	_____	_____
• Project engineers in relevant subject matter areas?	_____	_____	_____
• Industrial hygienist?	_____	_____	_____
• Cost Engineer?	_____	_____	_____
2. Is the Work Plan in compliance with the project SOW?	_____	_____	_____
3. Is the Work Plan in compliance with contract requirements?	_____	_____	_____

**EE/CA RECON Work Plan**

The project team should ensure that the RECON Work Plan has been prepared in accordance with the SOW and contract specifications. The RECON Work Plan will generally include the following chapters:

1. **Chapter 1 - Introduction.** Are the following topics discussed in this chapter:
  - Project authorization? \_\_\_\_\_

	Y	N	N/A
• Project purpose?			
• Project scope?			
2. <b>Chapter 2 - Analysis of ASR.</b> Are the following topics discussed in this chapter:			
• Procedures for supplementing the existing ASR data?			
• Procedures for converting the ASR data into a spatially coincident digital format that will allow the information to be used throughout the project?			
3. <b>Chapter 3 - Spatial Analysis (Aerial Survey).</b> Are the following topics discussed in this chapter:			
• Procedures for completing a detailed analysis of spatial data in order to differentiate potentially contaminated areas from contaminated areas?			
• If necessary, procedures for completing an aerial survey of the site or obtaining a recent aerial survey from a local air survey company?			
4. <b>Chapter 4 - Ground Reconnaissance.</b> Are the following topics discussed in this chapter:			
• Procedures for verifying the results of the spatial analysis in the field?			
• Obtaining a ROE?			
5. <b>Chapter 5 - Technology Evaluation.</b> Is the following topic discussed in this chapter:			
• Procedures evaluating various OE detection instruments using a test grid? (See Chapter 7 of this manual for additional detail.)			
6. <b>Chapter 6 - Analysis Report and Data Archive.</b> Are the following topics discussed in this chapter:			
• Procedures for reporting the RECON results?			
• Procedures for archiving the RECON data?			

Y N N/A

### **EE/CA Work Plan**

The project team should ensure that the EE/CA Work Plan has been prepared in accordance with the SOW and contract specifications. The EE/CA Work Plan will generally include the following chapters:

1. **Chapter 1 - Introduction.** Are the following topics discussed in this chapter:

- Project authorization?
- Project purpose?
- Project scope?

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. **Chapter 2 - Site Description.** Are the following topics discussed in this chapter?

- Site characteristics including location, physical description and history?
- Summary of previous site investigations?
- Initial summary of OE risk at the site?

_____	_____	_____
_____	_____	_____
_____	_____	_____

3. **Chapter 3 - Project Management.** Are the following topics discussed in this chapter:

- Project organization?
- Project organization?
- Project personnel?
- Project communication and reporting?
- Deliverables?
- Schedule?
- Public relations support?
- Subcontractor management procedures?
- Field operation management procedures?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

	Y	N	N/A
4. <b>Chapter 4 - EE/CA Approach.</b> Are the following topics discussed in this chapter:			
• Preliminary removal action goals?	_____	_____	_____
• Data quality objectives?	_____	_____	_____
• Required data?	_____	_____	_____
• Data reduction and evaluation?	_____	_____	_____
• Data incorporation into the EE/CA report?	_____	_____	_____
• OE exposure analysis?	_____	_____	_____
• Alternatives identification and analysis?	_____	_____	_____
• EE/CA report?	_____	_____	_____
• EE/CA approval memorandum?	_____	_____	_____
• EE/CA completion and close-out?	_____	_____	_____
• Use of TCRA during EE/CA process?	_____	_____	_____
• Follow-on activities?	_____	_____	_____
5. <b>Chapter 5 - Site Layout and Control.</b> Are the following topics included in this chapter:			
• Is a site map provided?	_____	_____	_____
• Are zones delineated?	_____	_____	_____
• Are procedures for on/off site communications discussed?	_____	_____	_____
• Are procedures for site access control discussed?	_____	_____	_____
• Are security procedures discussed?	_____	_____	_____
6. <b>Chapter 6 - Site Characterization.</b> Are the following topics included in this chapter:			
• Site characterization goals?	_____	_____	_____
• Site characterization procedures and methods?	_____	_____	_____
• Personnel requirements?	_____	_____	_____

	Y	N	N/A
• OE sampling grid locations?	_____	_____	_____
• Surveying and mapping procedures?	_____	_____	_____
• Geophysical investigation procedures?	_____	_____	_____
• Data management and data backup procedures?	_____	_____	_____
• Risk characterization procedures?	_____	_____	_____
• Institutional analysis?	_____	_____	_____
• GIS requirements?	_____	_____	_____
<b>7. Chapter 7 – OE Planning and Operations.</b> Does this chapter discuss the planning and implementation of the following:			
• Operations in OE area?	_____	_____	_____
• OE accountability and record management?	_____	_____	_____
• OE identification?	_____	_____	_____
• OE removal?	_____	_____	_____
• OE transportation?	_____	_____	_____
• OE storage?	_____	_____	_____
• OE disposal procedures?	_____	_____	_____
• OE disposal range, if used?	_____	_____	_____
• OE disposal alternatives:	_____	_____	_____
• OE personnel and qualifications?	_____	_____	_____
• Is this chapter in accordance with CEHND 1105-3-14?	_____	_____	_____
<b>8. Chapter 8 - Explosives Management Plan.</b>			
• Does this chapter describe how demolition explosives will be managed, planned and implemented during OE operations?	_____	_____	_____

	Y	N	N/A
<b>9. Chapter 9 - Environmental Protection Plan.</b>			
<ul style="list-style-type: none"> <li>Does this chapter provide details on the approach, methods and operational procedures employed to ensure all tasks are performed in compliance with environmental regulations at the site? (See Chapter 5 for additional review criteria.)</li> </ul>	_____	_____	_____
<b>10. Chapter 10 - Quality Control</b>			
<ul style="list-style-type: none"> <li>Does this chapter adequately discuss quality control procedures for the OE project? (See Chapter 12 of this manual.)</li> </ul>	_____	_____	_____
<b>11. Chapter 11 – Site Safety and Health Plan.</b>			
<ul style="list-style-type: none"> <li>Does this chapter adequately discuss the health and safety procedures to be implemented at the site? (See safety guidance documents for specific criteria.)</li> </ul>	_____	_____	_____
<b>12. Other items.</b>			
<ul style="list-style-type: none"> <li>Does the Work Plan include any additional information required in the SOW?</li> <li>Does the Work Plan include appropriate references and appendices?</li> </ul>	_____	_____	_____
<b><u>Removal Action Work Plan</u></b>			
The project team should ensure that the Removal Action Work Plan has been prepared in accordance with the SOW and contract specifications. The Removal Action Work Plan will generally include the following chapters:			
<b>1. Chapter 1 - Introduction.</b> Are the following topics discussed in this chapter:			
<ul style="list-style-type: none"> <li>Site location?</li> <li>Site history?</li> <li>Site topography?</li> <li>Climate?</li> </ul>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

	Y	N	N/A
• Other appropriate information?	_____	_____	_____
2. <b>Chapter 2 - Technical Management Plan.</b> Are the following topics discussed in this chapter:			
• Approach to be used to execute the tasks included in the SOW?	_____	_____	_____
• Procedures to be used to execute the tasks included in the SOW?	_____	_____	_____
• Data management and data backup procedures?	_____	_____	_____
3. <b>Chapter 3 - Explosives Management Plan.</b> Are the following topics discussed in this chapter:			
• Acquisition of explosives, including source?	_____	_____	_____
• Type of explosives to be used?	_____	_____	_____
• Quantity of explosives to be used?	_____	_____	_____
• Procedures for receipt of explosives?	_____	_____	_____
• Procedures for resolving discrepancies in quantities shipped and quantities received?	_____	_____	_____
• Establishment of explosive storage facilities?	_____	_____	_____
• Physical security of explosive storage facilities?	_____	_____	_____
• Transportation procedures from storage to disposal locations on-site?	_____	_____	_____
• Requirements for on-site transport vehicles?	_____	_____	_____
• Names of personnel authorized to receive, issue, transport and use explosives?	_____	_____	_____
• Inventory procedures?	_____	_____	_____
• Procedures for issuance of explosives on-site?	_____	_____	_____
• Procedures for daily return to storage of unused explosives?	_____	_____	_____
• Procedures for disposal of unused explosives at the end of site activities?	_____	_____	_____

	Y	N	N/A
<ul style="list-style-type: none"> <li>Compliance with FAR 45.5, local and state laws and regulations, ATFP 5400.7, DOD 6055.9-STD, DOT regulations and AR 190-11?</li> </ul>	_____	_____	_____
4. <b>Chapter 4 - Explosives Siting Plan.</b> Are the following topics discussed in this chapter:			
<ul style="list-style-type: none"> <li>Type of explosive storage magazines to be used?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>NEW and hazard division to be stored in each magazine?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Use of Q-D criteria to site magazines?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Design criteria for engineering controls to be used to mitigate exposures to public when required Q-D criteria cannot be met?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Determination of appropriate safe separation distances for the public during intrusive operations?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Determination of planned or established demolition areas?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Footprint areas for blow-in-place operations using the criteria for established demolition areas?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Footprint areas for collection areas based on the same public separation distances as the Most Probable Munition (MPM)?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Footprint areas for in-grid consolidated shots using the criteria for established demolition areas?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Site map(s) showing Q-D arcs for public separation distances and personnel safe separation distances for planned or established demolition areas?</li> </ul>	_____	_____	_____

	Y	N	N/A
<b>5. Chapter 5 – Geophysical Investigation Plan.</b>			
<ul style="list-style-type: none"> <li>Does this chapter adequately discuss the requirements for project geophysical activities? (See chapter 7 of this manual for additional review criteria.)</li> </ul>	_____	_____	_____
<b>6. Chapter 6 - Site Safety and Health Plan.</b>			
<ul style="list-style-type: none"> <li>Does this chapter adequately discuss the health and safety procedures to be implemented at the site? (See safety guidance documents for specific criteria.)</li> </ul>	_____	_____	_____
<b>7. Chapter 7 - Location Surveys and Mapping Plan.</b>			
Are the following topics discussed in this chapter?			
<ul style="list-style-type: none"> <li>Survey requirements/procedures as specified in SOW/contract?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Mapping requirements/procedures as specified in SOW/contract?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Aerial photography requirements/procedures as specified in SOW/contract?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>GIS requirements as specified in SOW/contract?</li> </ul>	_____	_____	_____
<b>8. Chapter 8 - Work, Data and Cost Management Plan.</b>			
Are the following topics discussed in this chapter?			
<ul style="list-style-type: none"> <li>Description of the project management approach for all tasks including controls to ensure timely performance and use of correct procedures?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Schedule including milestones for deliverables, chronology of tasks, number of working days between milestones, and associated costs and human resources required?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Description of cost control and tracking methodology to be used?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>List of recurring deliverables to be submitted which relate to work, data and cost management?</li> </ul>	_____	_____	_____

	Y	N	N/A
9. <b>Chapter 9 - Property Management Plan.</b> Are the following topics discussed in this chapter?			
• Description and quantity of materials to be used?	_____	_____	_____
• Source and estimated rental/acquisition costs of all materials?	_____	_____	_____
• Documentation of the contractor's process to acquire 3 quotes for each item and a comparison of rental versus purchase cost for each item?	_____	_____	_____
• Basis of selection to be used by the contractor to recommend the source for leased vehicles?	_____	_____	_____
• List of consumable supplies and personal property that are included in the Contractor's overhead rate?	_____	_____	_____
• Proposed storage plan, including the method of separation of government property from contractor property?	_____	_____	_____
• Ultimate disposal plan covering salvage, turnover to the government, or other disposition of material upon contract termination?	_____	_____	_____
• Plan for submitting a property tracking log report which lists all contractor acquired property that is directly charged to the project?	_____	_____	_____
• Procedures for notifying the Contracting Officer of loss, damage, or destruction of accountable government property?	_____	_____	_____
10. <b>Chapter 10 - Sampling and Analysis Plan.</b> Are the following topics discussed in this chapter?			
• Procedures, equipment and methods for:			
– Collection and preservation of samples?	_____	_____	_____
– Field and Laboratory analyses?	_____	_____	_____
– Sample shipment?	_____	_____	_____
– QA/QC?	_____	_____	_____

	Y	N	N/A
<ul style="list-style-type: none"> <li>Contaminants of concern and associated detection limits?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Number and locations of samples, including QA/QC samples?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Data reporting methods?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Identification of analytical laboratory and copies of the appropriate validations/certifications?</li> </ul>	_____	_____	_____
<b>11. Chapter 11 - Quality Control Plan.</b>			
<ul style="list-style-type: none"> <li>Does this chapter adequately discuss quality control procedures for the OE project? (See Chapter 12 of this manual for specific review criteria.)</li> </ul>	_____	_____	_____
<b>12. Chapter 12 – Environmental Protection Plan.</b>			
<ul style="list-style-type: none"> <li>Does this chapter adequately describe procedures to minimize pollution, protect and conserve natural resources, restore damage, and control noise and dust within reasonable limits? (See Chapter 5 manual for specific review criteria.)</li> </ul>	_____	_____	_____
<b>13. Chapter 13 - Investigative Derived Waste Plan.</b> Are the following topics discussed in this chapter:			
<ul style="list-style-type: none"> <li>Handling of IDW at the site?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Type of containerization, if required?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Description of the sampling and analytical strategy utilized?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>List of acceptable disposal facilities?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Description of site storage and security?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Description of transportation requirements and procedures?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Description of manifesting requirements and procedures?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Description of storage time limits?</li> </ul>	_____	_____	_____

	Y	N	N/A
<ul style="list-style-type: none"> <li>Is regulatory acceptance of the IDW Plan required? If so, has regulatory acceptance been received?</li> </ul>	_____	_____	_____
14. <b>Appendices.</b> Are the following documents included as appendices to the Work Plan:			
<ul style="list-style-type: none"> <li>SOW?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Site maps?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Local points of contact?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Resumes for key personnel and personnel filling core labor categories, EOD school graduation certificates if applicable?</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>Contractor forms for collecting the following data: <ul style="list-style-type: none"> <li>Quality Control Log?</li> <li>Safety Meeting Attendance Log?</li> <li>Site Visitors Log?</li> <li>Safety Inspections Log?</li> <li>Daily Report of OE Operations?</li> </ul> </li> </ul>	_____	_____	_____
	_____	_____	_____